

## Head of Programme Delivery

<b>Location:</b>	<b>Currently home-based but London N1 HQ for a minimum of 4 days per month when safe to travel; existing homeworking capability essential</b>
<b>Department:</b>	<b>Programme Delivery</b>
<b>Reports to:</b>	<b>Director of Programme Delivery and Learning</b>
<b>Direct Reports:</b>	<b>Programme Delivery Managers x 5</b>
<b>Hours:</b>	<b>4 days (28 hours) or 5 days (35 hours) per week</b>
<b>Salary:</b>	<b>£44,500 - £46,000 (pro rata p/t)</b>

### About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and personal development. Over half of UK schools engage with our programme of film clubs, special cinema screenings, and resources and training to support classroom teaching. Alongside rich online content for young audiences, this provides 5-19 year olds with inspiring opportunities to learn about and with film, and develop a passion for cinema.

### Role Summary

The Head of Programme Delivery (HPD) works closely with the Director of Programme Delivery and Learning (DPDL) to lead the Programme Delivery team, ensuring delivery is in accordance with Into Film's mission, vision and strategic objectives. The HPD manages and guides the regional/national Programme Delivery Managers (PDMs) to develop and deliver their operational plans including budgets, targets, strategic objectives and project delivery in their region(s). The HPD supports the team in creating programme initiatives that feed into the development and ongoing active engagement of schools, teachers, children and young people and beyond in Into Film programme activities. The HPD works closely with all Heads across the organisation ensuring planning and initiatives make use of the expertise of other directorates to achieve a joined-up approach.

The HPD gathers regional intelligence and knowledge from the PDMs and the rest of the Programme Delivery team to feed into strategic and UK-wide plans to develop the Into Film programme, and writes reports to feed into monitoring and evaluation frameworks and fundraising proposals. The HPD develops, establishes and maintains UK-wide partnerships, and is an advocate for Into Film operating at all levels and throughout all four nations.

Occasional weekend and extended working hours are required, along with regular travel to regions where staff are based and occasional travel elsewhere in the UK (when safe to do so).

### Main Responsibilities:

- Work with the DPDL to develop regional/national operational plans; work collaboratively with all departments to ensure a joined-up approach to working towards agreed, shared objectives
- Provide leadership and guidance across the Programme Delivery team including direct line management of the five PDMs
- Work with HR in the recruitment of staff when positions arise, devising job descriptions, interview questions and interview tasks, shortlisting and interviewing
- Work with relevant teams to ensure a joined-up approach to developing active engagement with the Into Film programme, particularly in schools, through Salesforce CRM as appropriate
- Work closely with the Head of Audience Development to develop and ensure the team implements UK-wide activities with BFI Film Hub Lead Organisations, including the FAN network
- Work with Arts Council Bridge organisations, to ensure close and mutually beneficial work
- Work on a UK-wide basis with national/regional film archives, ensuring agreed initiatives are delivered, working closely with the Learning and other internal teams
- Oversee the development and delivery of initiatives, currently undertaken online: FAN events, screenings, industry visits, Into Film Festival, film archive engagement, activity with 16-19-year-olds, careers projects, Artsmark, Arts Award, Competitions, Awards, Leader, school and

member accreditation. Communicate internally via other Heads to ensure success of these programmes. Feed into the devising of new initiatives and ensure their viability and delivery

- Oversee the regional/national Ambassador scheme and Youth Advisory Council.
- Oversee the effective use of data and information from Salesforce CRM, working closely with the Head of Account Support and Engagement to ensure accurate reporting and insight gathering
- Ensure the team effectively delivers face-to-face teacher training
- Advocate for Into Film e.g. at conferences, meetings etc.
- Oversee and support the development of fundraising proposals and submissions. Gather data to feed into fundraising proposals and other reports including monitoring and evaluation
- Be part of the Safeguarding team, adhering to the Into Film Safeguarding and Child Protection policy at all times, ensuring partners fulfil their responsibilities in this area

### General Responsibilities:

- Commitment to quality internally and in all dealings with the public, members, teachers, children and young people, partners, funders, supporters etc.
- Contribute to long term planning to ensure growth in line with demand and resources
- Contribute to the regular monitoring and evaluation of the Into Film's work
- Commitment to equality of opportunity in line with Into Film's Equal Opportunities Policy
- Any other reasonable duties assigned by Into Film

### Person Specification:

#### Essential

- Experience of strategic planning and delivery (including online delivery and associated platforms and technology) and overseeing the implementation of plans, managing budgets, meeting targets, reporting against organisational strategies, monitoring and evaluation
- Experience of successfully leading and managing a team to meet targets and strategic objectives, including remote line management, ideally across multiple locations
- Experience of and proven success in negotiation and collaborating, working alongside other departmental colleagues to devise, plan and implement activity and ensure that all activity is driven by wider strategic objectives
- Knowledge and experience of the UK education system and the variances across the Nations/regions
- Experience of working with and creating successful partnerships with organisations including schools, youth settings, Local Authorities, and ideally Arts Council Bridge organisations and regional/national film Archives
- Experience of and knowledge about successful fundraising, ideally including funds from grants, statutory sources, corporates and beyond
- Experience of successful advocacy both within an organisation and externally presenting at conferences and other high-profile events
- Excellent communication skills face-to-face, on the phone, online, in writing and in reports
- Knowledge about and successful experience of developing and leading partnerships and working alongside partners, including Into Film's prospective and existing relevant partners
- Awareness of Safeguarding and Child Protection policies and GDPR
- Ability to travel in the UK (when safe to do so)
- A love and knowledge of film, with an understanding of how film can enrich the education of children and young people and enable teachers to reach teaching objectives

All employees regularly working with children and member data are required to undertake and maintain enhanced DBS clearance (and/or Access NI check or Disclosure Scotland check, depending on working location), acquired at Into Film's expense; employment is dependent upon this.